UCLA TRAVEL REIMBURSEMENT
POLICIES AND PROCEDURES

- AIRFARE can be paid in two ways:
  1) Through UCLA Travel:
     Please contact UCLA Travel at 206-2639 to make reservations. UCLA Travel offers more information, available at http://uclatravel.custhelp.com/app/home.
  2) Directly by you.
     For reimbursement, please submit:
     1. an original receipt/itinerary;
     2. proof of payment;
     3. a completed Travel Reimbursement Request Form.
     Note that UCLA will reimburse only for your own air travel, and only for coach fare (not business or first-class). Also note that UCLA will not reimburse travel packages from online vendors (e.g., hotel & air).

HOTEL costs are reimbursed by submitting:
  1. an itemized original receipt* from the hotel;
  2. proof of payment;
  3. a completed Travel Reimbursement Request Form.

*If receipt is not available, please contact Asiroh Cham for acceptable substitutes.

Please note that UCLA will reimburse room rate and taxes, but will not reimburse non-essentials such as movie rentals, etc. There is a maximum allowable nightly rate, which varies according to location. (For more information, contact Asiroh Cham.)

- CAR RENTAL costs are reimbursed by submitting:
  1. an original itemized receipt;
  2. proof of payment;
  3. a completed Travel Reimbursement Request Form.
Please note that pre-paid gas and other optionals are not reimbursable.

- MILEAGE costs are reimbursed by submitting proof of mileage (please use Mapquest or Google maps to print out your start-to-destination route);
  2. a completed Travel Reimbursement Request Form.

- MEAL costs are reimbursed by submitting original itemized receipts. Note that the maximum allowable amount for domestic meal reimbursement is $62 per day. For international maximums, please contact Asiroh Cham.

Please see additional information and resources on the UCLA Travel website (http://ucla.in/aHmUwt).